

CITY OF HARTFORD

**DEPARTMENT OF HEALTH
AND HUMAN SERVICES**

2 Holcomb Street
Hartford, CT. 06112



THE EVELYN W. PRESTON MEMORIAL TRUST FUND – 2004

The Evelyn W. Preston Memorial Trust Fund is a perpetual trust established to fund FREE PUBLIC BAND AND ORCHESTRAL CONCERTS in parks and other appropriate locations in the City of Hartford.

A. APPLICATION

The City of Hartford, in cooperation with the Trustee of the Evelyn Preston Trust, will accept applications for grants for the above purpose from organizations or individuals. A written application must accompany each grant request and must be filed with the Cultural Affairs Division of the Department of Human Services, 2 Holcomb St., Hartford, CT 06112, NO LATER THAN 4:00 PM, DECEMBER 5, 2003. Incomplete applications or applications received AFTER 4:00 PM, DECEMBER 5, 2003, will not be accepted. NO EXCEPTIONS WILL BE MADE.

B. PROGRAM DESCRIPTION

Music may fall within the following categories:

Afro-American	Folk/Blue Grass/Country
Afro-Caribbean	Gospel
Asian	Jazz
Big Band/Dixieland	Latin
Children's	Native American
Classical/Chamber	Polka
Contemporary/Pop/Rock/Funk Reggae	
West Indian	

C. ELIGIBILITY

Professional, non-professional and individuals may apply.

Applicants **MUST** be 18 years of age.

**INDIVIDUAL AND SOLO PERFORMANCES ARE NOT ELIGIBLE FOR FUNDING.
UNDER THE STIPULATION OF THE PRESTON WILL TWO OR MORE DIFFERENT
INSTRUMENTS MUST BE PLAYED BY A GROUP OF MUSICIANS.**

Applicants must demonstrate competence through letters of recommendation, newspaper articles, critics reviews and past experience. This applies to ALL applicants, past and new, NO EXCEPTIONS.

D. SELECTION OF CONCERTS

A seven-member Evelyn Preston Review Committee has been established to review applications and to make recommendations for final review and approval of the Trustee.

E. GUIDELINES

1. All concerts must be free and open to the public.
2. All concerts must be performed during the months of June, July, August and September, 2004.
3. Concerts are to be held in City parks and other appropriate locations within the City of Hartford. All concerts on City property are subject to City regulations governing such events. A Park Permit must be secured by the applicant through the City's Department of Licenses and Inspections. Licenses and Inspections will then circulate the permit to all the appropriate City Departments for their approval.
4. Compensation for services, musicians, bands and orchestras should be in accordance with standard rates.
5. No officer, official, or any other employee of the City of Hartford, paid or unpaid, shall have any financial or personal interest as a contracting party, partner or otherwise.
6. No member of the Evelyn Preston Memorial Fund Review Committee may have a personal or financial interest in a proposal.
7. Each performing group must include two or more musicians playing two or more different instruments.

PLEASE NOTE: CHANGES IN CITY REGULATIONS REQUIRE YOU TO PURCHASE YOUR OWN INSURANCE TO COVER YOUR PERFORMANCES IN THE CITY. YOU CAN USE YOUR GRANT FUNDS TO PAY THE COST OF THE INSURANCE, BUT PLEASE BE SURE YOU CAN AFFORD THE INSURANCE COSTS BEFORE COMMITTING TO PERFORMING IN THE SERIES.

F. AWARDS

An application is judged both on its own merits and in comparison with all other applications, with the objective being to achieve a well-balanced, diverse mix of music and locations. Previous recipients should not assume that their proposals will be funded each year.

In planning the project's financing, applicants are encouraged to seek additional funding. It is unlikely that a grant request in excess of \$5,000 will be funded in its entirety.

No solicitation of financial donations may be made during a Preston-funded performance for any reason. Any Preston Recipient who does not comply must forfeit their Preston Grant Award.

All applicants will be notified in writing of the decision concerning their requests by FEBRUARY 6, 2004. Awards are subject to finalization of performance schedules and program content which must be submitted on a FINAL CONFIRMATION FORM to the Cultural Affairs Division of the Department of Human Services no later than APRIL 2nd, 2004 for JUNE CONCERTS, April 30, FOR JULY

CONCERTS, AND MAY 21ST FOR AUGUST AND SEPTEMBER CONCERTS. Failure to comply by these dates will result in the forfeiture of the award.

Awards shall be made in accordance with the application and are subject to the final approval of the Trustee.

Final confirmation forms will be mailed out in February to Preston recipients. On these forms you have to also include either a rain site or a rain date for each performance you are presenting.

Major changes in program format (i.e. designated performing group(s), new dates, times, locations and other pertinent information) from your original application, must be submitted IN WRITING to the Cultural Affairs Division of the Department of Human Services BEFORE APRIL 2, 2004. A detailed proposal outlining the reasons for the change(s) must be submitted. The Trustee will approve or deny the request. **THOSE PROPOSALS DENIED WILL RESULT IN THE FORFEITURE OF THE AWARD.**

NO EVELYN PRESTON RECIPIENT MAY ARBITRARILY DECIDE TO POOL RESOURCES WITH ANOTHER EVELYN PRESTON RECIPIENT FOR ANY REASON.

REMINDER: ALL FINALIZED PERFORMANCE SCHEDULES MUST BE SUBMITTED TO THE CULTURAL AFFAIRS DIVISION OF THE DEPARTMENT OF HUMAN SERVICES NO LATER THAN APRIL 2ND FOR JUNE, April 30 FOR JULY, MAY 21ST FOR AUGUST AND SEPTEMBER. FAILURE TO COMPLY WITH THESE DATES WILL RESULT IN THE FORFEITURE OF THE AWARD.

ANY PROGRAM CHANGES DUE TO PERFORMER'S/RECIPIENT'S ILLNESS, CANCELLATIONS, ETC., MUST BE REPORTED TO THE CULTURAL AFFAIRS DIVISION OF THE DEPARTMENT OF HUMAN SERVICE IMMEDIATELY, 860-543-8860.

G. GRANT AWARD PAYMENTS

Payments will be issued and mailed automatically to the grant recipient by Fleet Bank. These payments will be made proportionally to the grant amount and the number of concerts proposed. This request must be made no later than the deadlines for submitting finalization of performance schedules and programs content to the Cultural Affairs Division of the Department of Human Services.

UP-TO ONE-THIRD of the grant amount may be requested IN ADVANCE once all final schedules have been submitted to the Cultural Affairs Division of the Department of Human Services, if you are required to secure the services of a performer(s). REQUESTS MUST BE MADE IN WRITING TO THE CULTURAL AFFAIRS DIVISION OF THE DEPARTMENT OF HUMAN SERVICES, SIGNED CONTRACTS FROM THE PERFORMING GROUP(S) MUST BE INCLUDED.

H. NEW APPLICATION or MAJOR NEW PROJECTS

If you are a first-time applicant or if you have applied before but are planning to sponsor an extensive new project, you may want to consider getting your application in BEFORE DECEMBER 5TH. This would then provide ample time for review of the application and if there are changes or points which need clarification you will have time to make them before the DECEMBER 5, 2003 deadline. The week of November 1st is suggested.

DEPARTMENT OF HUMAN SERVICES
CULTURAL AFFAIRS DIVISION
2 HOLCOMB STREET
HARTFORD, CT 06112
(860) 543-8860

EVELYN W. PRESTON MEMORIAL TRUST FUND - 2004

APPLICATION INSTRUCTIONS AND GUIDELINES

All sections of the application must be fully completed and all required supporting materials attached (10 copies of each). Incomplete applications and/or applications received AFTER 4:00PM DECEMBER 5, 2003 WILL NOT BE ACCEPTED. NO EXCEPTIONS WILL BE MADE.

PLEASE PRINT OR TYPE LEGIBLY.

NAME: Official name of organization or individual

Mailing address: Organization or Individual's address

Contact person: Person directly responsible for the project
operations

Phone# Include AREA CODE AND BOTH work and home for contact
person AND project director. (Fax# if available).

Project director: Authorized individual responsible for the
project

PROGRAM DESCRIPTION

List the specific music group(s), time(s) location(s) - handicap accessibility, estimate audience attendance for each performance, and describe the kind of music the group(s) will perform.

EVELYN PRESTON GRANT HISTORY

List the amounts applicant has received from the Evelyn Preston Fund, for the past five (5) years.

EXPERIENCE

Describe your past experience in presenting similar programs. Include type of event(s) (concert, festival, block party, etc.), the location of these events, the community involvement and/or reception of the events, type of music presented, and any other pertinent information you would like the Review Committee and Trustee to take into consideration.

BUDGET

The budget section is for THIS PROJECT ONLY. DO NOT include your organization's entire budget in this section. Be specific! NOTE, the TOTAL Applicant Revenues and TOTAL Cash Expenses must equal each other when you have completed the budget form.

If you are proposing a concert(s) and intend to use city property as the location site, please be sure to answer questions 1-3.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Signature of the Project Director

REMEMBER:

Be sure to include the following information with your application.

- Three 2003 letters of support - at least one from a community member.
- Information on the key artists(s) who will be performing.
- Recent newspaper articles, critical reviews, program sheets, or brochures from 2003 performances.
- *- A one-page history of your organization including goals and objectives.
- *- A list of the board members of the applicant organization.
- *- The last completed operating budget for the total organization AND the projected operating budget for the upcoming year.
- INCLUDE TEN (10) COPIES OF THE COMPLETED APPLICATION INCLUDING SUPPORT INFORMATION.

***ORGANIZATIONS MUST PROVIDE THIS INFORMATION. INDIVIDUALS DO NOT.**

ANY of the above supporting materials not submitted with the application and/or if ten (10) copies of the materials are not submitted, this will automatically constitute an INCOMPLETE application and it will not be considered. We will return the entire package to you as INCOMPLETE and it will be your responsibility to complete the information and return it to our office BEFORE the deadline of 4:00PM of DECEMBER 5, 2003.

City of Hartford
Department of Human Services
Cultural Affairs Division
2 Holcomb Street
Hartford, CT 06112
(860)543-8874

EVELYN W. PRESTON MEMORIAL TRUST FUND 2004

This application should be completed by those desiring to present free music concerts, in Hartford, during the summer months of June, July, August and September 2004. The application must be received in the Cultural Affairs office NO LATER THAN DECEMBER 5, 2003. HAND DELIVERIES ARE WELCOME UP UNTIL 4:00 PM ON DECEMBER 5TH. ANY APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED. Contact the Cultural Affairs Division of the Department of Human Services for additional information or assistance, (860)543-8860.

Evelyn Preston Grant Amount Requested

\$ _____

SECTION I APPLICANT INFORMATION

Name of individual/organization: _____

Mailing Address: _____
(include Zip code)

Zip code: _____

Contact
Person: _____ phone#(H) _____ - _____ (W) _____ - _____
(Include area code & Fax#)

Project
Director: _____ phone#(H) _____ - _____ (W) _____ - _____

How should the check be made out if you are awarded money? _____

If individual, please give Social Security# _____

<u>PERFORMER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>ANTICIPATED AUDIENCE</u>	<u>DESCRIBE MUSIC</u>
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<u>PERFORMER</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>ANTICIPATED AUDIENCE</u>	<u>DESCRIBE MUSIC</u>
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<u>YEAR</u>	<u>GRANT AWARD</u>	<u>TYPE OF MUSIC EVENT(S)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION IV EXPERIENCE

Describe your experience(s) in presenting similar programs.

Applicant Name:_____

SECTION V BUDGET (FOR THIS PROJECT ONLY)

Estimated Cash Revenue

Applicant Cash*.....\$_____

Private Cash*.....\$_____

Individual.....\$_____

Business.....\$_____

Foundation.....\$_____

Other.....\$_____
(explain)

Estimated Cash Expense

Musician fee.....\$_____

Travel Expenses.....\$_____

Other.....\$_____

Honorarium.....\$_____

Other.....\$_____
(explain)

(explain)

Public Funds

State.....\$_____

Federal.....\$_____

Technical Production

Sound.....\$_____

Lights.....\$_____

Staging.....\$_____

TOTAL APPLICANT REVENUE \$_____

Publicity/Printing

EVELYN PRESTON GRANT AMOUNT

REQUESTING \$_____

Posters.....\$_____

**TOTAL CASH REVENUE \$_____

Flyers.....\$_____

Paid Advertising \$_____

*Applicant cash/funds committed
from organization's budget.

Other.....\$_____
(explain)

**This amount must equal Total
Cash Expenses.

Remaining Operating Expenses

Security.....\$_____

Equipment Rental...\$_____

Estimate In-Kind Contributions \$_____

Space Rental.....\$_____

Other.....\$_____
(explain)

(cash value of any non-cash contributions from other organizations or individuals which are specifically identified with this project)

TOTAL CASH EXPENSES..\$_____

Applicant Name:_____

If you are proposing a concert(s) utilizing City of Hartford property, please answer the following questions.

1. Have you ever filed for a permit with the Licenses and Inspections Department?

YES_____ NO_____

2. Do you have any outstanding debts with the City of Hartford (i.e. Police Department, Public Works) for any previous performances or events you have sponsored?

YES_____ NO_____

3. If you answered YES to question number 2:

To Which City Department	Amount
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_____	_____
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_____	_____
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SECTION VI SIGNATURE OF AUTHORIZED REPRESENTATIVE

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND SUPPORTING MATERIAL IS TRUE, CORRECT, AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

NAME:_____ TITLE:_____

SIGNATURE:_____ DATE:_____

Did you remember to?

____ Fill out entire application * ____ 1-page history of your organization

____ Three letters of support * ____ List of board members

____ Information on proposed performers * ____ Last completed and projected operating budget for you organization

____ Newspaper articles, reviews from past performers ____ Make 10 copies of the application (collate each copy)

____ Attach all support information to each copy of application

MUST BE RECEIVED OFFICE BY 4:00 PM DECEMBER 5TH, 2003

- Organizations must provide this information. Individuals do not.

Procedures and Guidelines

AWARDS

Awards have been made in accordance with the original application and are subject to final approval of the Trustee. We realize that, because in many cases applicants did not receive full funding, confirmations, and contracts regarding the number of concerts, times, locations, performers, etc. may need to be adjusted.

Written confirmation for EACH performance (see enclosed forms) MUST BE SUBMITTED NO LATTER THAN:

<i>April 2nd</i>	<i>for</i>	<i>June Concerts</i>
<i>April 30th</i>	<i>for</i>	<i>July Concerts</i>
<i>May 21st</i>	<i>for</i>	<i>August/September Concerts</i>

Failure to comply to these dates WILL RESULT IN THE FORFEITURE OF THE AWARD.

Major changes in program format, from your original application and those that are not suggestions from the Review Panel, MUST BE SUBMITTED IN WRITING TO THE CULTURAL AFFAIRS DIVISION, 2 Holcomb Street, Hartford, CT 06112 on or before the above deadline dates, depending on which month your concert(s) is scheduled to occur. A detailed letter outlining the reasons for the change(s) must be submitted. The TRUSTEE will approve or deny the request. Any proposal denied by the TRUSTEE will result in a forfeiture of the award.

NO EVELYN PRESTON RECIPIENT MAY ARBITRARILY DECIDE TO POOL EVELYN PRESTON AWARDS WITH ANOTHER EVELYN PRESTON RECIPIENT FOR ANY REASON.

WEATHER

Recipients must make arrangements for either a RAIN LOCATION or a RAIN DATE for each concert you are sponsoring. These arrangements must be clear. If you find it necessary to call a rain date, please call our office immediately. Potential attendees call us to get an update and we can't give them information that we don't have.

PUBLICITY

Concerts are publicized in the City's SUMMER IN THE CITY calendars. The calendar lists other summer events which are free, open to the general public and located in Hartford, events are listed on a first come first serve basis, space permitting. The deadline for receiving this information is the same as the due dates of confirmation forms.

YOU are responsible for mailing press releases to the media and notifying them of any changes.

SOLICITATIONS

In the past, some Preston recipients have "passed the hat" or solicited donations from the audience to help defray expenses or support additional programming. PLEASE, PLEASE, PLEASE you have all received notice from the Trustee regarding this issue. Both the TRUSTEE and the PROBATE JUDGE have decreed that they DO NOT want this to take place during any Evelyn Preston funded concert or portion thereof.

If you have a series and, for example Preston monies are only being used for one performance, then you must make it very clear in your publicity, to us and to the audience, which concert(s) Preston monies are sponsoring. AT THOSE CONCERTS YOU MAY NOT SOLICIT DONATIONS IN ANY WAY.

THE TRUSTEE and PROBATE JUDGE are adamant on this issue. Violation of this will result in immediate forfeiture of your Preston award. So PLEASE be forewarned to avoid any problem or perceptions of a violation.

PERMITS

If you are planning on utilizing a city park or any public property for your performance and/or rain site, you must obtain a permit from the City's Licenses and Inspections Department (third floor), City Hall, 550 Main Street, 543-8570. BE SURE TO INDICATE CLEARLY ON YOUR APPLICATION THAT YOU ARE AN EVELYN PRESTON RECIPIENT. Otherwise you could receive a bill from the City for certain services that could take an eternity to clear up.

In the event of rain; if you have planned on performing in the park and now are going to your rain site (either in the park or elsewhere); or are going to have the performance on your scheduled rain date, YOU MUST CALL THE PARKS MAINTENANCE DIVISION AND LET THEM KNOW... 722-6514. Many of the park staff begin work at 6:30a.m. and are dismissed at 3:30p.m. A park staff person must be there to open and close a park/city facility so if your "rain call" comes in too late you can run the risk of not being able to get into your rain site and/or being charged overtime costs for a park staff person who was assigned to be there and did not receive a cancellation/postponement notice.

GRANT AWARD PAYMENTS

UP TO ONE THIRD of your grant award may be requested IN ADVANCE on your final confirmation form if required to secure the services of a performer/performing group. A LETTER OF REQUEST STATING: THE DATE YOU NEED THE MONEY BY AND A SIGNED CONTRACT(S) PROVIDED BY THE PERFORMER/GROUP MUST ALSO BE INCLUDED.

FINAL REPORT

The deadline for ALL final reports is OCTOBER 29th, 2004. Report forms will be mailed out to you in June. Failure to submit final report by OCTOBER 29th will make you ineligible to apply for Preston Funding for the next year. This is not negotiable.

CITY OF HARTFORD
DEPARTMENT OF HUMAN SERVICES
CULTURAL AFFAIRS DIVISION
2 HOLCOMB STREET, ROOM 201
HARTFORD, CT 06112
(860) 543-8874

EVELYN PRESTON CONFIRMATION FORMS - 2004

Name of _____
Recipient _____ Tele# _____

CONCERT CONFIRMATION DEADLINES

<i>April 2nd</i>	<i>for</i>	<i>June concerts</i>
<i>May 30th</i>	<i>for</i>	<i>July concerts</i>
<i>May 21st</i>	<i>for</i>	<i>August/September concerts</i>

I _____, hereby verify that I have
(signature)

read, understand and agree to abide by the procedures and guidelines on this day of
_____.
(date)

Do you need a 1/3 Cash Advance? _____ No _____ Yes, if yes, you must submit a copy of a signed contract(s) either with this form or as soon as possible. No advance money will be issued unless a signed contract is submitted. When do you anticipate needing the money by? _____. The final decision of when money will be issued is up to the Trustee. It has been past practice not to issue the 1/3 advance payment no more than thirty days prior to the concert date. If for any reason you need it sooner, please be sure to WRITE your reasons in detail for the TRUSTEES review.

PLEASE RETURN THIS SHEET WITH YOUR CONCERT CONFIRMATION FORM(S).

To: Evelyn Preston, Concert Presenter

Date: 2004

From: Andrea Comer, Department of Health and Human Services

RE: FINAL REPORT FORM

Enclosed is your final report form. As soon as your concert(s) are over and you have all cancelled checks/receipts, complete the form and return to me with copies of checks/receipts. If performers are paid in cash please submit receipts. Please fill out all of the final report form. Any form that is not complete or does not have cancelled checks/receipts attached will be returned. Indicate on each cancelled check/receipt how funds were expended. If you have any money left from your Preston Grant please send a check for the total amount unspent made out to the Evelyn Preston Trust Fund, to Cultural Affairs, 2 Holcomb St., Hartford, CT 06112.

All final reports must be received at the above address by 4 p.m., October 29, 2004. Call me at 543-8860 if you have questions.

EVELYN PRESTON MEMORIAL TRUST FUND
2003 CONCERT SERIES FINAL REPORT

FINANCIAL REPORT – (COMPLETE ALL SECTIONS)

Recipient Name: _____

Amount of Evelyn Preston Award.....\$ _____

Amount of Additional Funding.....\$ _____

Total Expenditures.....\$ _____

CONCERT(S) INFORMATION

Number of concerts given.....# _____

Number of groups who performed.....# _____

Estimated audience attendance.....# _____

MUSIC CATEGORIES

#__rock, funk, contemporary, pop #__folk, blue grass/country western

#__jazz #__gospel #__classical /chamber

#__children's #__Polka/variety/Nostalgia

#__Latin #__Afro American #__West Indian #__Afro-Caribbean

#__Other, please name _____

NEIGHBORHOOD DISTRIBUTION OF CONCERTS

#__Asylum Hill #__Northeast #__South West

#__Barry Square #__North Meadows #__Upper Albany

#__Blue Hills #__Parkville #__West End

#__Charter Oak/Zion #__Sheldon-Charter Oak

#__Clay-Arsenal #__South End

#__Downtown #__South Green

#__Frog Hollow #__South Meadows (C.O. Landing)

of concerts performed in June_____ July_____ August_____ September_____

PREPARED BY: _____ DATE: _____

PHONE#: _____

Please submit cancelled

**Checks/receipts with your final
Report-otherwise it will not
Be considered COMPLETE.**

TO: Evelyn Preston Trust Awardees

Date: February 2004

FROM: Andrea Comer, Department of Health and Human Services

SUBJECT: PROCEDURES AND GUIDELINES FOR GRANT

CONGRATULATIONS ON YOUR AWARD! Now the serious work begins. Enclosed are your guidelines and procedures that you will need to finalize plans for your summer concert(s).

Please read the enclosed information carefully and make sure that you meet all deadlines so as not to forfeit your grant. It is necessary to complete all forms and sign all agreements that are required for your event(s). Fleet Bank (Trustee) and the City Of Hartford (Administrator) monitor all Preston events closely so it is important that you are in compliance.

If you have questions call me, (860)543-8874, Monday – Friday 9 a.m. –4 p.m.

PLEASE READ CAREFULLY !!

The Evelyn Preston guidelines and procedures clearly state that ALL deadlines must be met by EACH grant recipient or the grant will be forfeited. This applies to ALL deadlines including the final report.

You WILL NOT, I REPEAT- YOU WILL NOT, receive a reminder phone call if you miss a deadline you will receive a letter from the trustee informing you that you HAVE NOT complied with grant regulations and your grant has been forfeited.

THIS WILL BE YOUR ONLY REMINDER